

UNITED STATES DEPARTMENT OF AGRICULTURE  
Farm Service Agency  
100 USDA, Suite 102  
Stillwater, OK 74074-2653

OK Notice CP-685  
OK Notice PM-1396

**For:** County Offices

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**CLU Certification Training for CED's**

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**Approved by:** State Executive Director



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**1 Overview**

**A Background**

Counties with digitized Common Land Units (CLU's) should be in the process of reviewing and updating the CLU using the Maintenance Tool and ArcView GIS software. Once maintenance of the CLU has been completed, it is submitted to the STO for review. Once reviewed, the CLU is then ready to be labeled. Producers are then sent aerial photo's of their farms along with notification letters informing them of the changes in calculated acres, and giving them appeal rights.

**B Purpose**

The purpose of this notice is to inform CED's of CLU Certification training. The training will consist of four one-day sessions so that each CED in attendance may have access to a computer. This training is being provided to enable CED's to better direct the work of their employees in the CLU Certification Process. Training for one PT from each office will be announced in a forthcoming notice.

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**Disposal Date**

December 1, 2004

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**Distribution**

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## **2 Training Schedule**

### **A Training Dates, Location, and Lodging**

The training will be held June 7<sup>th</sup> through June 10<sup>th</sup> in Stillwater, Oklahoma, in the FSA State Office training room. Each session will begin at 9:00 a.m. and will conclude by 4:00 p.m. The sessions are scheduled as follows:

<b>Session 1 (June 7)</b>	<b>Session 2 (June 8)</b>	<b>Session 3 (June 9)</b>	<b>Session 4 (June 10)</b>
Alfalfa	Beckham	Atoka/Coal	Beaver
Dewey	Caddo	Bryan	Blaine
Harper	Canadian	Cimarron	Choctaw
Jackson	Cotton	Cleveland	Harmon
Jefferson	Craig	Comanche	Kay
Kingfisher	Custer	Garfield	LeFlore
Kiowa	Ellis	Garvin/Murray	Love/Carter/Marshall
McClain	Grant	Grady	McCurtain
Mayes	Greer	Lincoln	Pontotoc
Ottawa	Major	Logan/Oklahoma	Roger Mills
Pawnee	Muskogee	Okfuskee/Creek	Woods
Payne	Okmulgee	Pottawatomie	Woodward
	Texas	Stephens	

The following counties are NOT authorized overnight lodging for the night prior to the training:

Blaine, Canadian, Cleveland, Garfield, Kay, Kingfisher, Lincoln, Logan/Oklahoma, McClain, Okmulgee, Okfuskee/Creek, Pawnee, Payne, and Pottawatomie.

Participants authorized overnight lodging shall make their reservations directly with the Best Western Inn. Their phone number is 405-377-7010. Participants shall identify themselves as employees of the Farm Service Agency. The room rate will be \$55.00 plus tax. Reservations shall be made as soon as possible.

### **B Attendance**

All County Executive Directors for the above listed counties shall attend training. If there are scheduling conflicts, please contact Bill James as soon as possible. Counties whose CLU is yet to be digitized or re-digitized will attend a later session yet to be scheduled. District Directors shall coordinate travel.

### **3 Training Schedule (Continued)**

#### **C Training Request/Authorization**

All attendees shall document this training in ICAMS. The course code is OK0217. The training reason is "Compliance." For questions concerning processing in ICAMS, contact Penney Park at 405-742-1141.

Each FSA employee must have an approved AD-202, Travel Authorization, before incurring travel expenses. This notice does not constitute an approved travel authorization. The per diem rate in Stillwater is \$86 per day (\$55 lodging and \$31 M&IE). Travel and per diem are authorized in accordance with the travel desk reference guide.